

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2003 - JUNE 30, 2004**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Library

Division/Unit: -

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	<u>1720</u>	Hours	<u>73,190</u>	x	\$ <u>17.19</u>	=	\$ <u>1,258,136</u>
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Types of work performed by GENERAL VOLUNTEERS in this category:

Performing clerical work, assisting with programs, processing books and magazines, tutoring adult literacy learners, reading to children, phoning customers for return of overdue library materials.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	<u>89</u>	Hours	<u>2,628</u>	x	\$ <u>17.19</u>	=	\$ <u>45,175</u>
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Performing clerical work, processing books and other library materials, sorting books for delivery to branches, hauling boxes of books.

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

No. Vol.	<u>53</u>	Total Hours	<u>2,544</u>	Total Value	\$ <u>61,169</u>
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

See: Attachment A at end of this report for details of specialized volunteers.

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a:	1,720	73,190	\$ 1,258,136
2b:	89	2,628	\$ 45,175
2c:	54	2,547	\$ 64,394
TOTALS:	<u>1,863</u>	<u>78,365</u>	\$ <u>1,367,705</u>

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

See: Attachment B at end of this report for details of donations to volunteer program.

TOTAL VALUE \$ 8,405.87

4. VOLUNTEER PROGRAM COSTS:

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

94,918.23

Hours 3,551 x Rate \$ \$26.73 =

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

\$ 4,512.20

Item	<u>No. Hrs</u>	<u>Hourly Rate</u>	<u>Total</u>
Vol. Coordinator	80	\$ 49.89	\$ 3,991.20
Clerical	40	\$ 13.03	\$ 521.00
Total			<u>\$ 4,512.20</u>

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- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

	<u>Cost</u>
Volunteer Background Checks	\$ 14,000.00
Administrators and managers attendance at volunteer recognition events and Friends of the Library Meetings	\$ 8,007.95
Branch volunteer recognition events.	\$ 4,628.40

TOTAL OF OTHER PROGRAM COSTS = \$ 26,636.35

d. TOTAL OF VOLUNTEER PROGRAM COST = \$ 126,067
(add 4a, 4b, and 4c)

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d (Page 2)	\$ <u>1,367,480</u>
b. Total of Donations to Volunteer Program, Item 3 (Page 2)	\$ 8,406
ADD a + b	\$ <u>1,375,886</u>
c. Subtract Total of Volunteer Program Costs, Item 4d (Page 3)	(\$ <u>126,067</u>)
TOTAL PROGRAM BENEFIT	\$ <u>1,249,819</u>

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6. **RECRUITING:**

Please describe your recruiting programs:

County of San Diego website; San Diego County Library website (www.sdccl.org); media releases; County Television Network; San Diego Volunteer Center; Library staff encouraging potential volunteers to get involved as volunteers; Area Agency on Aging's Retired Senior Volunteer Program; READ San Diego Adult Literacy Program.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Participated in County Board of Supervisors' Volunteer of the Year recognition event, televised on CTN; branch libraries held recognition events during Volunteer Recognition Month; made available multigenerational Grandparents and Books read-aloud-to-children program in branch libraries; Oversaw a program in which Teenagers planned and presented programs for young children; Volunteers phoned customers to request return of overdue library materials; volunteer ran a fire-writing workshop after the San Diego firestorms.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2003-04:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Maintain high level of volunteer use; match volunteer interests to the most appropriate tasks needing volunteer support; recognize volunteers with special events and expressions of appreciation throughout the year.

9. **GENERAL INFORMATION:**


Name of Person Completing Report: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 0-70 E-Mail: Ellen.Zyroff@sdcounty.ca.us

Volunteer Coordinator: Ellen Zyroff

Phone Number: (858) 694-2484 Mail Stop 0-70 E-Mail: Ellen.Zyroff@sdcounty.ca.us

10. **DEPARTMENT CERTIFICATION:**


DEPARTMENT HEAD SIGNATURE

July 16, 2004
DATE

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San Diego County Library Volunteer Report, 2003-2004

Attachment A: SPECIALIZED VOLUNTEERS.

This section includes utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL).

Specialized Volunteers

Position	Branch	No. of Volunteers	No. of Hours	Hourly Rate	Dollar Value
Internet Docents	Most Branches	28	1757.5	\$ 23.51	\$ 41,318.82
Weaver	Descanso	1	2	\$ 30.00	\$ 60.00
Speaker and Slide Show	Descanso	2	6	\$ 50.00	\$ 300.00
Fire Writing Workshop Leader	Lakeside	1	3	\$ 75.00	\$ 225.00
Ventriloquist	Potrero	1	1	\$ 75.00	\$ 75.00
Meet the Artist Class	Solana Beach	1	2	\$ 75.00	\$ 150.00
Head Start Storytime Bilingual Teacher	Solana Beach	1	12	\$ 30.00	\$ 360.00
Knitting Teacher	Solana Beach	1	24	\$ 30.00	\$ 720.00
Sign Language Teacher	Solana Beach	1	52	\$ 30.00	\$ 1,560.00
Winners Circle Book Club Moderator	Solana Beach	1	18	\$ 30.00	\$ 540.00
Therapy Dogs Listening to Children Reading	Valley Center	5	176	\$ 30.00	\$ 5,280.00
Homework Help	Valley Center	2	64	\$ 30.00	\$ 1,920.00
Singer/Musician	Valley Center	1	2	\$ 30.00	\$ 60.00
Lab Facilitator/Support	READ San Diego	1	35	\$ 50.00	\$ 1,750.00
Literacy Center Managers	READ San Diego	7	403	\$ 25.00	\$ 10,075.00
TOTALS	ALL	54	2557.5		\$ 64,393.82

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Attachment B – Donations to Volunteer Program

Branch	Donation	By Whom	Value
Bonita	Refreshments	Staff	\$ 100.00
Del Mar	Money	Donor	\$ 100.00
Del Mar	Money	Donor	\$ 100.00
Descanso	Supplies	Donor	\$ 15.00
Encinitas	Refreshments	Staff	\$ 32.00
Fletcher Hills	Refreshments	Staff	\$ 14.70
Lemon Grove	Refreshments	Staff	\$ 36.91
Lemon Grove	Refreshments	Staff	\$ 13.16
Lemon Grove	Refreshments	Staff	\$ 19.75
Lemon Grove	Refreshments	Staff	\$ 20.50
Lemon Grove	Refreshments	Staff	\$ 9.85
Lincoln Acres	Refreshments	Staff	\$ 12.00
Valley Center	Holiday Luncheon	Staff	\$ 100.00
Valley Center	Refreshments	Staff	\$ 15.00
READ San Diego	Money	Various County Residents	\$ 1,655.00
READ San Diego	Money	Mountain Health Community Services	\$ 2,245.00
READ San Diego	Money	State of CA (LSTA)	\$ 2,500.00
READ San Diego	Money	Romance Writers of America	\$ 192.00
READ San Diego	Money	Friends of READ/ San Diego	\$ 500.00
READ San Diego	Money	City of Escondido	\$ 175.00
READ San Diego	Money	Miscellaneous Businesses	\$ 550.00
TOTAL			\$ 8,405.87

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